

Job Description

Position title	Paralegal
Location	Perth
Reporting to	Managing Lawyer
Position type	Ongoing (subject to funding), full time
Updated	February 2019

Role

Will work alongside other Paralegals and Administration Officers to support the Legal Team in assisting clients who have experienced institutional child sexual abuse.

Duties and Responsibilities

- Under the supervision of the Managing Lawyer, provide paralegal assistance to the legal team, including but not limited to:
 - Assisting lawyers with the day-to-day management of client files including the recording of information into the database;
 - Assisting with drafting of correspondence and documents;
 - Undertaking legal and other required research;
 - Coordinating record requests and related enquires;
 - Collating records for compensation referrals;
 - Analysing client records to assist with statement preparation;
 - Liaising with knowmore panel lawyers in relation to arrangements for Royal Commission hearings and compensation referrals;
 - Liaising with other external service providers in relation to client matters;
 - Assisting clients with enquires and coordinating both internal and external appointments;
 - Assisting with drafting and revision of client and community legal education materials.
- Perform routine and general office and administration duties in accordance with policies and procedures
- Undertake other duties and projects as directed

Organisational obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values.
- Comply with knowmore's Policies and Procedures.
- Observe all legal and legislative requirements.
- Ensure a high level of confidentiality and integrity.
- Assist in the development of, and participate in knowmore's initiatives, projects and events.
- Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous improvement and transparent work practices.
- Liaise with others in a professional, respectful and constructive manner.
- Take reasonable care to protect their health and safety and the health and safety of others.
- Commitment to working within knowmore's practice framework (trauma-informed culturally safe, person-centred).
- To engage in professional supervision and other reflective practice opportunities as required.

Selection Criteria

- Maintain a flexible collegial and professional approach to working within a multi-disciplinary team.
- Maintain ability to work independently and also contribute positively as a part of a team.
- Maintain a high level of attention to detail in all activities but especially in record keeping, data entry and filing.
- Maintain high standards of discretion and show ability to handle difficult situations with tact and sensitivity and when appropriate refer to a more appropriate colleague.
- Work creatively to develop or adapt systems to increase efficient working.

Qualifications and other requirements

A relevant legal tertiary qualification is desirable or working towards completion.

The successful candidate will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

The role may involve intrastate and interstate travel to deliver services to clients on an outreach basis, and to undertake community engagement activities. Accordingly a current driver's licence is desirable.

This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process